

CITY OF MILWAUKIE

CLASSIFICATION: Development Project Manager

Department: Community Development
Union Representation: AFSCME

FLSA Status: Non-Exempt
Pay Grade: 66

CLASSIFICATION SUMMARY:

This position plans, coordinates and implements complex development projects and programs to meet Citywide objectives. Responsible for internal coordination to achieve city development goals and objectives consistent with the City's Vision, Comprehensive Plan, Climate Action Plan, Urban Renewal Plan and Housing Strategy. This includes all phases of planning, design and/or construction of development projects and programs from conception to completion. Collaborates with community, government and business entities to implement projects and programs. Leads internal and external communication of project and program progress and outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

- **Project and Program Management-** Conducts and manages activities to conceptualize, evaluate and implement projects and programs. Prepares project and program work plans, budgets and schedules through collaboration with internal and external stakeholders; defines work scope for partner agencies and consultants and procures and administers contracts. Manages project and program work flow and budgets. Provides status reports and updates. Coordinates with City legal, financial and administrative review to implement projects and programs.
- **Real Estate Project Management -** Prepares requests for qualifications and request for proposals for development of City owned properties. Defines property goals through collaboration with internal and external stakeholders. Develops and executes evaluation and selection processes. Leads negotiations and draft agreements with selected partners in consultation with Community Development Director and the City Attorney and other City officials for City Council approval. Prepares and/or evaluates financial and/or real estate data analysis including budgets and pro forma analysis for various property types to determine and evaluate project feasibility. Coordinates and engages with Planning and Building department to facilitate pre development activities and facilitates entitlement process for City sponsored projects. Conducts presentations and provide reports to the Milwaukie City Council, Milwaukie Redevelopment Commission, and other decision-making bodies. Manage programming of the City's Construction Excise Tax Funds and other City incentive programs.
- **Community Engagement and Outreach –** Leads engagement with community members around assigned duties. Communicates project and program information to stakeholders and facilitates public involvement and interest. Prepares and provides content for media outreach including surveys, press releases, social media and print materials in coordination with the City public affairs team. Conducts presentations to community, stakeholders, City Council and others to promote engagement in and to provide updates on these projects and programs. Engages in interdepartmental efforts to enhance community engagement.
- **Policy and Planning Implementation –** Applies knowledge of community development practices to evaluate, examine and recommend strategies to implement city strategic plans and policies. Participates in long range planning activities, capital improvement planning, urban renewal planning and other related activities.
- Performs other duties as assigned.

Development Project Manager

QUALIFICATIONS:

Knowledge of:

- Project management related to complex real estate development projects, program development and implementation.
- Advanced technical community development practices, community engagement practices, real estate development processes and urban and regional planning practices.
- Transportation and infrastructure planning practices and capital improvement planning and programming.
- Architectural design process, land use and development review and permitting processes and construction management practices.
- Applicable federal, state, regional and local laws, codes and regulations.
- Applicable regional and local land use and transportation policies, programs and practices
- Methods and techniques of effective technical report preparation and presentation.
- Modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer-aided drafting concepts and applications, and Geographic Information Systems (GIS) programs.
- Techniques to effectively represent the City in contacts with government agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors and the public.

Skills and Abilities to:

- Organize own work, set priorities and meet critical deadlines
- Conduct complex technical studies, analyze complex problems, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Prepare, understand and interpret construction plans, specifications, technical reports and other contract documents.
- Assist in and develop and administer contracts for professional services and construction in a public agency setting.
- Manage the planning, permitting, design and construction of public infrastructure projects.
- Read and understand technical drawings and specifications.
- Represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Establish, maintain and foster positive and harmonious working relationships with those contacted during work.
- Set priorities that generally require little or no guidance in issues of planning or evaluating.
- Research technical project implementation issues, evaluate alternatives, make sound recommendations, and prepare and present effective staff reports.
- Deal effectively with the public, vendors, contractors and City staff, in person, email and over the phone.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

Bachelor's degree with emphasis in urban planning, community development, real estate development, architecture, landscape architecture, economics, civil engineering or related field. Master's degree preferred. Four years of progressively responsible work experience in managing urban development projects.

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Licensing/Special Requirements:

- Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.
- Must be able to pass the City's security clearance standards including review of driving record.
- Project Management Certification highly desirable.

SUPPLEMENTAL INFORMATION:

Computer, Software, and Equipment Used:

- Office equipment including computers, copy machines, and computer applications.
- ArcGIS, CoStar, Adobe Creative Suite.

Supervision:

- Receives general supervision from the Community Development Director.

Working Conditions:

(the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

The duties for this job require mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle and to visit and inspect various City development sites, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the phone. This is primarily a sedentary office classification, although the job also involves field data collection along streets, paths, stream corridors and other sites that may include steep, uneven ground; inspection work requiring walking at inspection sites to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. The employee may occasionally climb stairs or ladders.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.